

Anderson Concrete Corp. & Buckeye Ready-Mix

Anderson Concrete has been supporting Central Ohio's Concrete needs since 1921. As a leader in the concrete industry we value Safety, Integrity, Excellence, Gratitude, Community & Teamwork. These values contribute to the success of our business with our people.

Our Mission: Our team strives to build lasting relationships with our customers by safely delivering quality products with superior service.

Job Summary:

The Human Resources Manager plays a pivotal role in leading the Human Resources Department to ensure the efficient administration of benefits, compliance with regulations, maintenance of essential documents, and provision of employee resources. This position serves as a central point of coordination across various departments, overseeing activities related to training and development, discipline, recruitment and retention, employee development and engagement, as well as policy development and negotiations. Integral to the role is a steadfast dedication to upholding the company's mission and vision, demonstrated through exemplary leadership and a strong focus on progressing the company culture and values. The Human Resources Manager is expected to actively promote and foster a positive company culture, aligned with core values, through strategic initiatives, communication, and employee engagement efforts. Additionally, Human Resources Manager is responsible for embodying and promoting a professional and courteous demeanor in all interactions with co-workers, customers, and the general public, thereby contributing to a positive and productive workplace environment.

Job Duties:

Benefits Administration, Insurance Management & Government Compliance:

- Workers' Compensation Administrator: Lead the company's administration of Workers' Compensation Insurance. Provide guidance to Workers' Compensation team regarding claims analysis, negotiating terms, and ensuring proper handling of claims to minimize financial impact on the organization.
- Manages the health, welfare, and 401k benefits: Oversee the administration of employee benefits, including enrollment, communication, and compliance with regulatory requirements.
- Ensure enrollments are completed in a timely fashion: Ensure that employees are enrolled in benefit programs promptly and accurately.
- Administer audit control processes: Implement internal and external audit controls to ensure accuracy and compliance with benefit programs.
- Diversity, Equity and Inclusion: Develop and maintain programs to promote diversity, equity and inclusion within the organization, including filing the EEO-1 report annually.
- Complete 5500 for medical benefits and 401k: Prepare and file the necessary paperwork for health benefits and 401k plans in compliance with regulatory requirements.

401k Plan Management, Education, Communication and Administration:

- Oversee all aspects of the company's 401k retirement plan, including plan design, implementation, and administration.
- Ensure the 401k plan complies with relevant laws and regulations, such as ERISA and IRS guidelines by working closely with advisors and monitoring plan activities..
- Collaborate with external advisors and service providers to review plan documents, investment options, and fees to ensure competitiveness and compliance.
- Provide education and guidance to employees regarding the 401k plan, including enrollment procedures, investment options, contribution limits, and retirement planning resources.

- Coordinate and conduct regular educational sessions to help employees make informed decisions about their retirement savings.
- Respond promptly to employee inquiries and concerns related to the 401k plan, offering personalized assistance and guidance as needed.
- Monitor the performance and effectiveness of the 401k plan, including investment performance, participation rates, and contribution trends.
- Prepare and distribute regular reports to management and relevant stakeholders on plan metrics, compliance status, and any recommended actions for improvement.
- Conduct periodic reviews and benchmarking of the plan's features, fees, and investment options to ensure competitiveness and alignment with industry best practices.

Training & Development:

- Assist in the oversight new hire program: Develop and implement programs to onboard new employees effectively, ensuring a smooth transition into the organization.
- Continuous employee training initiatives: Develop and implement ongoing training programs to enhance the skills and knowledge of existing employees, supporting their professional growth and development.
- Collaborate with leadership team to identify training needs and design tailored programs to address skill gaps.

Labor Relations, Policies and Procedures:

- Maintain positive labor relations between employees: Foster a positive work environment and address employee concerns to maintain harmonious relations within the organization.
- Educate employees on the operations of discipline processes: Provide guidance to employees on the organization's disciplinary procedures and ensure fairness and consistency in their application.
- Complete termination processes with management: Manage the termination process in compliance with company policies and legal requirements, working closely with management to ensure proper documentation and procedures are followed.
- Develop, recommend, and implement personnel policies and procedures: Develop and update HR policies and procedures in alignment with organizational goals and legal requirements.
- Prepare and maintain handbook: maintain the employee handbook, outlining company policies and procedures.
- Work with management to ensure policies are being upheld and facilitate forward-looking discussions on talent development and organizational culture.

Employee Events Coordination:

- Coordinate employee events: Advise on the planning and organizing of various employee events, including holiday celebrations, award ceremonies, retirement dinners, and anniversary events to foster a sense of community and appreciation within the organization.

Legal & Legislative Affairs and Recordkeeping:

- Maintain records regarding legal affairs: Keep accurate records of legal matters related to workers' compensation and general liability insurance.
- Attend hearings and depositions: Represent the organization in legal proceedings related to HR matters, providing necessary documentation and testimony as required.
- Maintain confidential employee records: Ensure accurate and secure recordkeeping of employee information in compliance with Department of Labor standards.
- Maintain responsibility for organizational compliance: Stay informed about changes in federal, state, and local employment laws and regulations, ensuring the organization's policies and practices remain compliant.

Drug Testing Oversight:

- Oversee the drug testing processes: Ensure compliance with drug testing policies and procedures, including scheduling and conducting tests as required.
- Oversee the company's second chance agreement with management: Ensure consistent policies and procedures are being followed in accordance with the FMCSA.

Bonus and Incentive Programs:

- Coordinate bonus and incentive programs: Develop and manage programs to reward employee performance and incentivize achievement of organizational goals.

Payroll & Technology:

- Oversee the payroll operations of the organization with the HR & Payroll Coordinator.
- Evaluate the continuous improvement of technology related the employee experience: (ATS, Benefits Administration, Time and Attendance, LMS, Employee Survey, ESS, Performance Management ect).

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- HR certification (e.g., SHRM-CP, PHR) preferred.
- Minimum of 5 years of experience in human resources management, with demonstrated progression in responsibilities and leadership.
- Strong understanding of HR practices, regulations, and compliance, including experience in labor relations.
- Proven experience in negotiating and managing labor relations, including working with unions and participating in collective bargaining agreements.
- Excellent leadership, communication, and interpersonal skills, with the ability to influence and collaborate with stakeholders at all levels of the organization.
- Proven ability to thrive in a fast-paced environment and effectively manage multiple priorities and deadlines simultaneously.

Benefits:

- Competitive wage
- Excellent medical, dental and vision, AD&D and life insurance
- Short & long-term disability coverage
- Paid vacation and holidays
- 401(k) with profit sharing retirement plan
- Company paid performance and service bonuses